



Houston Area Women's Center

Compliance Assistant

Department: Compliance-Residential

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Grant Administration
Coordinator

Work Schedule: 8 a.m. - 5 p.m.

Amount of Travel Required: 25%
Positions Supervised: None

POSITION SUMMARY

Process and maintain client records including client record release and data entry; provide requested assistance in ensuring that grantors are provided with accurate and timely reports; provide general administrative support to the compliance reporting function.

DUTIES AND RESPONSIBILITIES

- Ensure appropriate data entry of information into agency electronic system(s) and input client records in an accurate and timely manner.
- Coordinate with departments and/or staff members to ensure the completeness, accuracy and timeliness of records.
- Provide appropriate training to new staff members regarding processing and maintenance of client documentation; works with current staff members to ensure their knowledge is up-to-date and any new processes are effectively communicated.
- Partner with supervisor to ensure accurate and timely reports, ensuring appropriate and timely delivery to grantors.
- Monitor control systems to ensure grant compliance, notifying supervisor and program director of any grant non-compliance issues in a timely manner.
- Create, maintain, and edit forms for client records.
- Process and maintain client records according to agency and grantor's specifications.
- Create and generate internal reports for review.
- Maintain and update filing and database systems, either manually or utilizing appropriate computer software.
- Respond to legal request for client information.
- Obtain Consent to Release of Information and process clients' request for records in a timely manner.

- Track files and/or materials removed from files to ensure that borrowed files and/or materials are returned.
- Perform periodic inspections of materials or files to ensure correct placement, legibility, or proper condition.
- Eliminate outdated or unnecessary materials/files, destroying them or transferring them to inactive storage, according to file maintenance guidelines or legal requirements. Purge files and arrange for shredding per policy.
- Sort or classify information according to guidelines, such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Find and retrieve information from files in response to requests from grantors or authorized users.
- Scan or read incoming materials and follow procedures to determine how and where they should be classified or filed.
- Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to standard procedures and within appropriate deadlines.
- Assign and record or stamp identification numbers or codes to index materials for filing.
- Perform general office duties.

POSITION QUALIFICATIONS:

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED)

Experience: 1 - 2 years related experience with Grant Compliance

Computer Skills: Working knowledge of Microsoft Office - Word, Access, and Excel

Certificates & Licenses: None required

COMPETENCIES

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Communication - Ability to communicate effectively with others using the spoken word; ability to communicate in writing clearly and concisely.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.

- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

OTHER REQUIREMENTS:

- 1) Understanding and sensitivity toward the issues of domestic violence, sexual assault.
- 2) Ability to function effectively in a crisis center with emergency situations.
- 3) Awareness of the importance of volunteerism and its contribution to social service agencies.

PHYSICAL DEMANDS

- 1) Although most duties can be accomplished from a seated position with occasional walking and standing, the incumbent may need to squat or bend, reach outward or upward to effectively discharge job duties.
- 2) Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.

WORK ENVIRONMENT:

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for one incumbent is at the agency's shelter location.

ESSENTIAL FUNCTIONS STATEMENT:

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REVIEW AND APPROVAL:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Prepared by: _____	Date: _____
Approval Signature: _____	Date: _____
Approval: _____	Date: _____
Approval: _____	Date: _____
Employee Signature: _____	Date: _____